Panasonic

2.4 GHz Portable Station

Operating Instructions

Model No. KX-TD7680

Thank you for purchasing the Panasonic KX-TD7680, 2.4 GHz Portable Station.
Please read this manual carefully before using this product and save this manual for future use.
This manual is designed to be used with your Portable Station and a Panasonic KX-TDA series Business Telephone System.

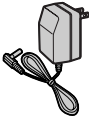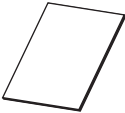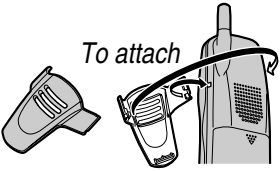**Charge the battery for about 7 hours before initial use.**

Before Initial Use

Please read "IMPORTANT SAFETY INSTRUCTIONS" on page 44 before use.
Read and understand all instructions.

◆ *Registration*

Your Portable Station (PS) must be registered in the Business Telephone System and
assigned an extension number before initial use.

◆ *Accessories (□-included/ ■-optional)*

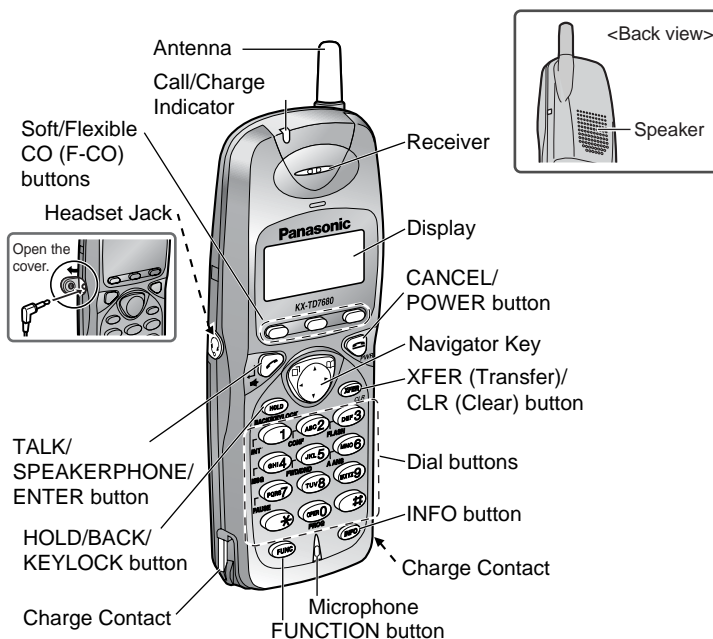| □ Charger	□ AC adaptor (KX-TCA1)	□ Battery (N4HHGMB00001)
One	One	One
□ Screws and Washers	□ Operating Instructions	□ Belt Clip *To attach*
Two	One	One
■ Carrying Case .... Option		
■ Headset * .... Option		

• For extra orders, call toll-free **1-800-332-5368**.
• * Please use only the Panasonic KX-TCA86/KX-TCA88/KX-TCA91/KX-TCA92
headset.

Table of Contents

Before Operating the PS

◆◆ *Location of Controls*

Antenna

Call/Charge Indicator

Soft/Flexible CO (F-CO) buttons

Headset Jack

Open the cover.

Panasonic

KX-TD7680

<Back view>

Speaker

Receiver

Display

CANCEL/ POWER button

Navigator Key

XFER (Transfer)/ CLR (Clear) button

TALK/ SPEAKERPHONE/ ENTER button

Dial buttons

INFO button

HOLD/BACK/ KEYLOCK button

Charge Contact

Charge Contact

Microphone
FUNCTION button

TALK/SPEAKERPHONE/ENTER button:
Used to make or receive calls, for the hands-free operation, and to confirm the entered setting.

- - - - - - - - - - - - - - - - - - - -

HOLD/BACK/KEYLOCK button:
Used to place a call on hold, return to the previous display, and to lock/ unlock the dialing buttons.

- - - - - - - - - - - - - - - - - - - -

FUNCTION button:
Used to enter the FUNCTION mode or activate a specific key with a combination of each dialing button.

- - - - - - - - - - - - - - - - - - - -

INFO button:
Used to display the flexible-CO key.

- - - - - - - - - - - - - - - - - - - -

XFER (Transfer)/CLR (Clear) button:
Used to transfer a call to another party, clear digits or characters.

- - - - - - - - - - - - - - - - - - - -

NAVIGATOR key:
Used to adjust the ringer/receiver volume or move the cursor to select a desired item.
To select an item, press the arrow repeatedly.
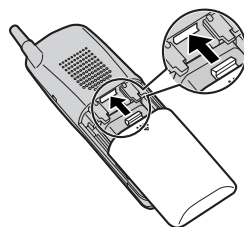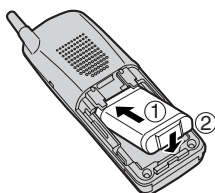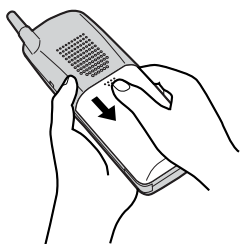
- - - - - - - - - - - - - - - - - - - -

CANCEL/POWER button:
Used to end calls, exit the Directory or Function mode, turn the ringer and vibration off while receiving a call, or turn on/off the PS.

- - - - - - - - - - - - - - - - - - - -

4

◆◆ *Setting Up*

1 Open the battery cover.   **2** Install the battery.   **3** Close the cover.

◆◆ *Charging*

1 Connect the charger to a power outlet using the AC adaptor.

2 Charge the battery for about 7 hours.

Charger

Cord holder
AC adaptor ———— → To power outlet

Charge indicator

To power outlet ← Charger
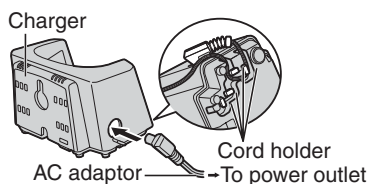
- When the battery has been completely charged, the charge indicator will change from red to green. Refer to "Battery Information" on page 43.
- It is normal for the PS and charger to get warm while the battery is charging.

◆◆ *Wall Mounting*

1 Connect a AC adaptor to the charger.

2 Drive the included screws into the wall using the wall template below.

Charger

Cord holder
AC adaptor ———— → To power outlet

Screws
30 mm (1.2 inches)
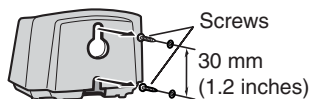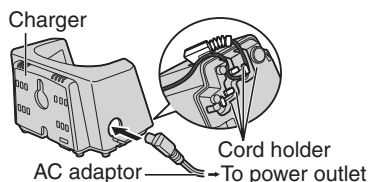
3 Mount the charger securely on the screws.

←—30 mm (1.2 inches)—→

5
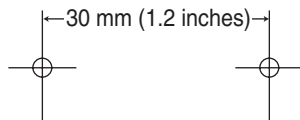
Before Operating the PS

◆◆ Power On/Off

Power On	Power Off
📞	📞
Press **POWER** for about 2 seconds, and "KX-TD7680" will be displayed.	Press **POWER** for about 2 seconds. The display will go blank.

> • When the PS is turned on, it will be in standby mode. Standby mode is the state of the PS when it is not performing any operations and is awaiting calls.

◆◆ Signal Search (Cell Search)
You can search for the strongest cell station for your PS while it is in standby mode.

FUNC	▶	✱	<Display>
Press **FUNC**.		Press ✱.	SEARCHING → SEARCH OK

◆◆ Locking the Keypads
You can lock the dialing buttons while the PS is in idle status.

HOLD BACK/KEYLOCK	<Display>
Press **HOLD** for about 2 seconds.	**To lock**
	HOLD DOWN TO LOCK KEYPAD →
	To unlock
	→ HOLD DOWN TO UNLOCK KEYPAD

◆◆ *Display*

```
Yıl ( INT →◇ ☐ ⊠ ↔ ▥
May.30    01:23PM
[1234]Ans DND ⊗ᢩᢩᴇ
[NEW ][ABC]
```

Yıl   **<Radio Signal Strength>**

Yıl ↑ Strong
Ψıl
Ψı
Ψ ↓ Weak
᠁Ψ᠁ Out of range

☎   **<Off-hook Status>**

INT   **<Off-hook Status for Intercom calls>**

→◇   **<PS Programming Mode>**

☐   **<Incoming Call Log notification>**

⊠   **<Message Waiting>**

When you receive a message while in standby mode, the PS will alert you by vibrating or ringing, depending on the current setting of the Ringer Volume.

↔   **<Navigator>**

When using the navigator key, only the displayed arrows can be pressed.

▥   **<Battery Strength>**

▥ ↑ Full
▥
▥ ↓ Low
᠁▥᠁ Needs to be charged

<F-CO Key Display>

The display depends on the operation. (See page 11.)

<Others>

᠔   Ringer ON & Vibration OFF

᠔   Ringer ON & Vibration ON

᠔   Ringer OFF & Vibration ON

᠔   Ringer OFF & Vibration OFF

M   Meeting mode

Fwd   Call Forwarding

DND   Do Not Disturb

Ans   Auto Answer mode

E   Key Lock

[NEW][ABC]   **<Soft Key Display>**

The icons displayed above each soft button indicate what functions the soft buttons perform. Functions displayed depend on the state of use. Press the corresponding soft button to select a function.

[NEW] : Used to store a new item in the PS dialing directory.

[ABC] : Displayed when in [ABC] character entry mode, shown in table 1 on page 27. Press to switch to [+A0U] mode.

[+A0U] : Displayed when in [+A0U] character entry mode, shown in table 2 on page 28. Press to switch to [ABC] mode.

[X] : Used to enter an X when storing the "TRUNK ACCESS CD". (See page 39.)

Before Operating the PS
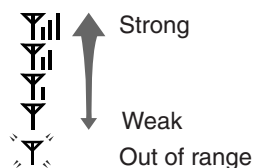
◆◆ *Operation Outline*

Functions of the PS are accessed through the display menu, and selected with the navigator key and ENTER button.

◆ *Navigator key operation* ⊕

Idle Status —

QUICK DIAL — PS-DIALER — PBX-SYS-DIALER* — PBX-EXT-DIALER* —

REDIAL* — INCOM LOG* — INCOM LOG-GRP* —
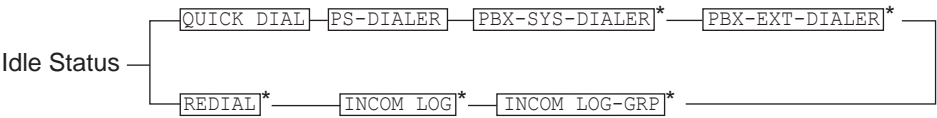
•* Displayed only when " ⅄ " is shown on your PS.

◆ *MENU key operation*

(FUNC) —
- INTERCOM
- CONFERENCE
- FLASH
- MESSAGE
- Fwd/DND Both
- AUTO ANSWER
- PAUSE
- AUTO DIAL —
  - QUICK DIAL
  - PS-DAILER
  - PBX-SYS-DIALER *1
  - PBX-EXT-DIALER *1
- CALL LOG *1 —
  - REDIAL
  - INCOM LOG
  - INCOM LOG-GRP
- CELL SEARCH
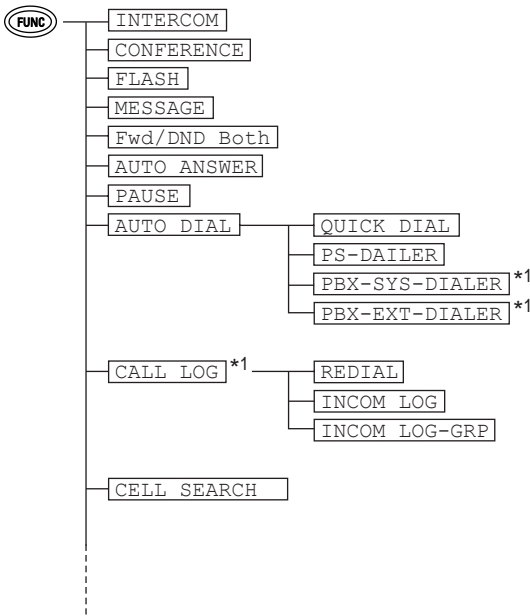
(Continue to the next page.)

```
          ┆
          ┆
   PS PROGRAM ─┬─ ANSWER SET ─────────── RNG PATTERN-INT
              │                          RNG PATTERN-CO
              │                          RNG PATTERN-GRP
              │                          VIBRATION&RING
              │                          QUICK ANSWER
              │                          AUTO ANSWER
              │                          AUTO ANS DELAY
              │                          CALL GROUP
              │                          ANY KEY ANSWER
              │
              ├─ DISPLAY SET ─────────── BACKLIGHT
              │                          BACKLIGHT TIME
              │                          LANGUAGE
              │                          STANDBY DISPLAY *1
              │                          DATE/TIME *1
              │                          LCD CONTRAST
              │                          CID DISPLAY
              │
              ├─ BEEP SET ───────────── KEY TONE
              │                          RANGE WARNING
              ├─ SECURITY SET ────────── DIRECTORY LOCK
              │                          PS PASSWORD
              │                          MEMORY CLEAR
              │                          ALL PS-BOOK DEL
              ├─ SYSTEM SET ─────────── REGISTRATION *2
              │                          DELETE SYSTEM *3
              │                          SYSTEM LOCK
              │                          ACCESS SYSTEM *4
              │                          CHANGE PIN
              │                          TRUNK ACCESS CD
              │
              └─ FCO LABEL EDIT *3
   PBX PROGRAM
```

(Refer to the KX-TDA series Business Telephone System User Manual.)

- •*1 Displayed only when " ⅋ " is shown on your PS.
- •*2 Not displayed when your PS is registered in four Business Telephone Systems.
- •*3 Displayed only when the PS is registered to at least one Business Telephone System.
- •*4 Displayed only when the PS is registered to more than one Business Telephone System.

Before Operating the PS

◆◆ *Key Operation*

The following keys can be activated by a combination of (FUNC) and a dial button (0-9, ✳).

| Function +		Key	Description
	1	INTERCOM	Used to make or receive intercom calls.
	2	CONFERENCE	Used to establish a multiple-party conversation.
	3	FLASH	Disconnects a current, allowing you to make another call without hanging up.
	4	MESSAGE	Used to leave a message to the called party or call back the message sender.
	5	Fwd/DND Both	Used to set the Call Forwarding or Do Not Disturb features.
	6	AUTO ANSWER	Used to answer an incoming call automatically.
	7	PAUSE	Inserts a dialing pause.
	8	AUTO DIAL	Used to make a call using the Directories.
	9	CALL LOG	Used to make a call using the Call Log.
	0	PS PROGRAM	Used to enter the PS Programming mode.
	✳	CELL SEARCH	Used to search the cell station for your PS while it is in idle status.
		PBX PROGRAM*	Used to enter the PBX Programming mode.

• You can also select a key by pressing (FUNC), then ⬥.
• * In the PBX programming mode, you may change unused F-CO buttons to one touch buttons. For further information, refer to "Customizing the Buttons" in the KX-TDA series Business Telephone System User Manual.

10

◆◆ *Flexible-CO Key Display*
The F-CO key can be used to seize an idle outside line while making or receiving an
outside call, or used as a feature button. Press the corresponding F-CO button to select the
desired flexible CO key. Here you can access the 12 flexible CO keys. Icons shown in the
F-CO key function similarly to the light (LED) pattern on a Proprietary Telephone. ◀ ▶ is
the same as a green LED, and ⟨ ⟩ is the same as a red LED.

Example:

F01 ◀F02▶⟨F03⟩

F-CO Buttons
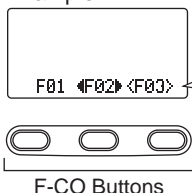
Understanding the F-CO Key[*]

◀ ▶ (On): You are currently using this line.
◀ ▶ (flashing rapidly): You have an incoming call on this line.
◀ ▶ (flashing slowly): You have a call on hold on this line.

⟨ ⟩ (On): This line is in use by someone else.
⟨ ⟩ (flashing rapidly): There is an incoming call received by an
incoming call distribution group to which
"Ring" is set as the group call distribution
method.
⟨ ⟩ (flashing slowly): Someone has a call on hold on this line.
(no icon): This line is idle.

• [*] The icons will be shown only during a conversation or when you press (INFO)
while in standby mode. The meaning of these icons vary depending on the
status of the CO line.
• If no buttons are pressed for 5 seconds after pressing (INFO) while in standby
mode, the icons disappear.
• For further information, refer to "LED Indication" in the KX-TDA series Business
Telephone System Feature Guide.
• Only three F-CO keys can be displayed at once, press (INFO) repeatedly to
change the F-CO key display (F01-F12).
• The F-CO label can be changed. (See page 40.)

11

Before Operating the PS

◆◆ *Ringer Volume Adjustment*

While in standby mode or receiving a call, press ⊕ repeatedly. (Default : ▬▬■ high)

Button	Ringer Volume	Display	Icon
↑ ⊕	High	`RINGER  ▬▬■`	
	Medium	`RINGER  ▬■☐`	
	Low	`RINGER  ▬☐☐`	‖
	Gradually louder • Low→Medium→High	`RINGER STEP UP`	
	Gradually quieter • High→Medium→Low	`RINGER STEP DOWN`	
	Vibration only	`VIBRATION ON` `RINGER OFF`	⋮⋮
	• Vibration only • Key tone off • Microphone volume high	`MEETING MODE`	‖
⊕⊕	Key tone only	`VIBRATION OFF` `RINGER OFF`	⋮

> • Press ⊕ for about 1 second to change from "`MEETING MODE`" to "`VIBRATION OFF/RINGER OFF`".
> • If Key Tone is set to "`OFF`", the ring tone does not sound while adjusting the volume. (See page 38.)
> • The PS rings for incoming calls while charging (except in "`MEETING MODE`" and "`VIBRATION OFF/RINGER OFF`").
> • When pressing ⊕ in standby mode to change the current ringer setting, the ringer will not sound. This allows you to turn the ringer off without making any noise.
> • The ringer can be set to both vibrate and ring. (See page 34.)

◆◆ *Receiver Volume Adjustment*

During a conversation or when off-hook, press ⊕ repeatedly. (Default : ▬▬☐☐ medium)

Button	Receiver Volume	Display	
		Talk	**Hands-free/Monitor**
↑ ⊕	Extra High	`RECEIVER ▬▬■`	`SP-PHONE ▬▬■`
	High	`RECEIVER ▬▬■☐`	`SP-PHONE ▬▬■☐`
	Medium	`RECEIVER ▬▬☐☐`	`SP-PHONE ▬▬☐☐`
⊕ ↓	Low	`RECEIVER ▬☐☐☐`	`SP-PHONE ▬☐☐☐`

◆◆ *Calling Another Extension*

☎	▶	extension no.	▶	📱🔊	▶	📞	
Press **TALK.**		Dial **extension number.**		Talk.		Press **CANCEL.**	
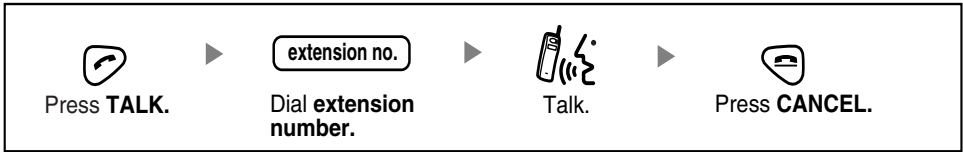
◆◆ *Calling an Outside Party*

◆ *Using the line access numbers*

☎	▶	**wxyz9** **OR** **tuv8** CO line group no.	▶	outside phone no.	▶	📱🔊	▶	📞
Press **TALK.**		Enter **line access number.**		Dial **outside phone number.**		Talk.		Press **CANCEL.**

◆ *Using Flexible CO keys*

FXX ⬜	▶	outside phone no.	▶	📱🔊	▶	📞	
Select the idle F-CO key.		Dial **outside phone number.**		Talk.		Press **CANCEL.**	
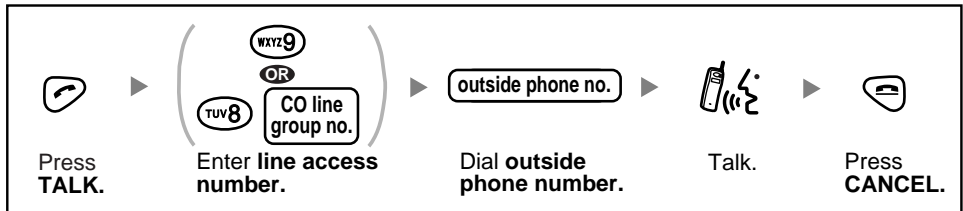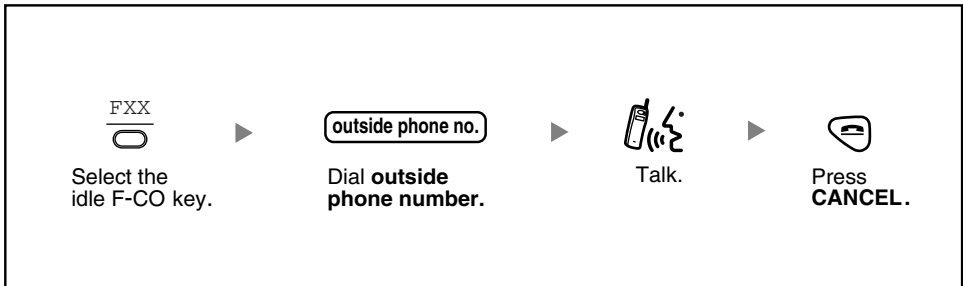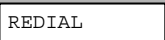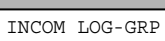
> • You can confirm a number before calling (**Predialing**) by entering the number, then pressing ☎ .
> • If you misdial while predialing, press ⊕ to highlight the wrong digit and press (XFER)/CLR , then enter the correct digit.
> • To clear an entire number while predialing, press and hold (XFER)/CLR .
> • If " 📶 " flashes, move closer to the Cell Station and try dialing again.
> • To cancel dialing, press 📞 .

Making Calls

◆◆ *Using the Call Log*

Feature	Display	Description
Outgoing Call Log	REDIAL	You can make a call using the phone numbers you have dialed.
Incoming Call Log	INCOM LOG	You can make a call using the outside phone numbers you have received.
Incoming Call Log Group	INCOM LOG-GRP	You can make a call using the phone numbers that incoming call distribution groups have received.

◆ *Using the outgoing call log*

Select "REDIAL". ▶ (Select the desired item. ▶ Press **TALK.** **OR** Press **TALK.** To make a call the last dialed number.) ▶ Talk. ▶ Press **CANCEL**.

◆ *Using the incoming call log*

Select "INCOM LOG". ▶ Select the desired item. ▶ Press **TALK.** ▶ Talk. ▶ Press **CANCEL**.

14

◆ *Using the incoming call log group*

⬥ ▶ **ICD Group extension no.** ▶ ↵☏ ▶ ⬥ ▶▶

Select "INCOM LOG-GRP GROUP NO.?".

Dial **Incoming Call Distribution Group extension number.**

Press **ENTER**.

Select the desired item.

▶▶ ☏ ▶ 📱 ▶ 📞

Press **TALK.**

Talk.

Press **CANCEL**.
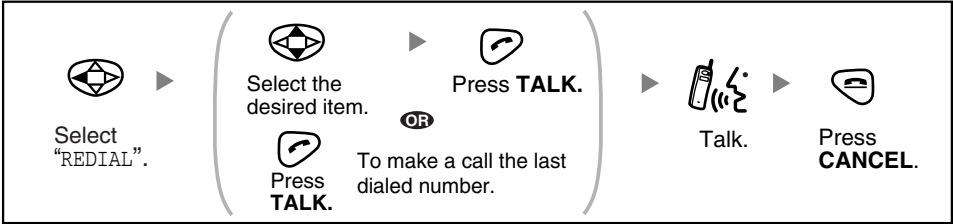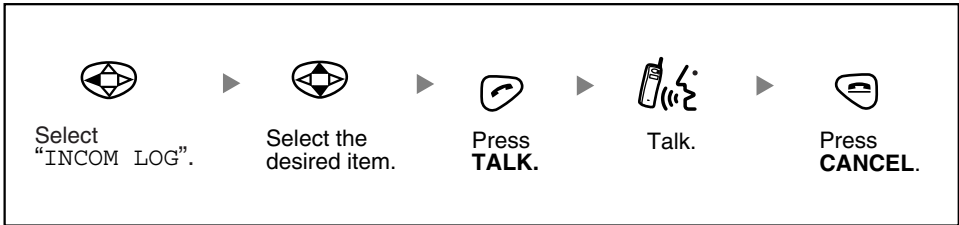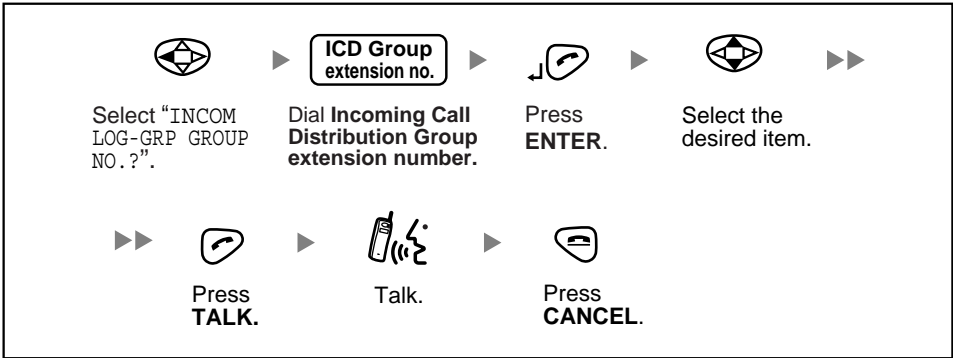
> • An outside number stored with a name in the PS dialing directory will be displayed by number and name in the call log.

◆◆ *Making Calls Using the Directories*

Feature	Display	Description
Quick Dialing	`<Example>` `1: Tony` `1234`	You can make a call simply by pressing the preprogrammed number for quick dialing.
PS Dialing Directory	`PS-DIALER`	You can make a call using the numbers stored in the PS Dialing Directory.
System Speed Dialing Directory	`PBX-SYS-DIALER`	You can make a call using the numbers stored in the Business Telephone System.
Extension Number Directory	`PBX-EXT-DIALER`	You can make a call using the extension names stored in the Business Telephone System.

Making Calls

◆ *Quick Dialing*
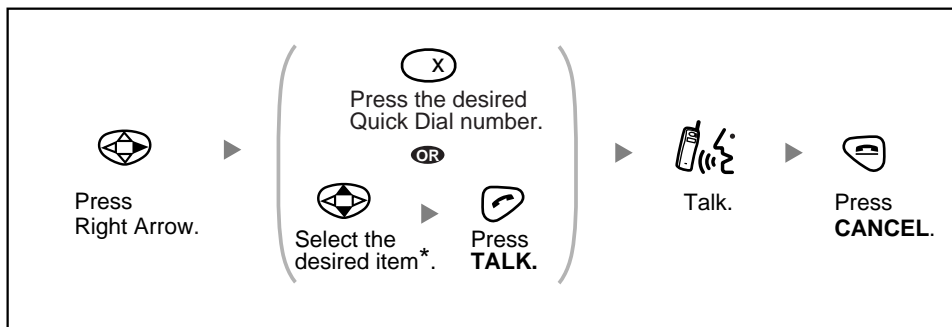
◆ *PS Dialing Directory/System Speed Dialing Directory/Extension Number Directory*
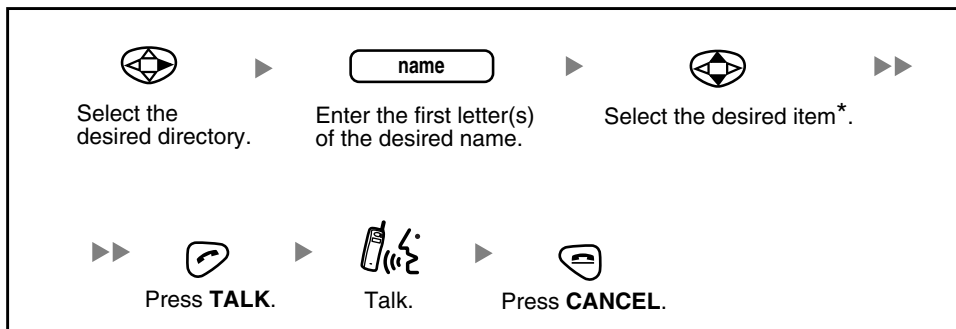
- * You can search for the desired item quickly by pressing and holding ⊕ (**Quick Search: used for Quick Dialing and PS Dialing Directory**).
- To enter characters, see pages 27 and 28.
- You can also store names and phone numbers for Quick Dialing. (See page 21.)

◆◆ *Intercom Calls/Outside Calls/Group Calls*

While receiving a call

Intercom Calls/Outside Calls/Group Calls

To answer a call when the PS is ringing

Press **TALK**. ► Talk. ► Press **CANCEL.**

Intercom Calls

To answer a call on a specific line

Press **FUNC**. ► Press **1**.

OR

Select "INTERCOM". ► Press **ENTER**. ► Talk. ► Press **CANCEL.**
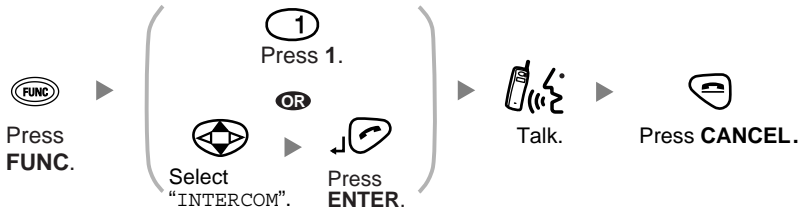
Outside Calls

To answer a call on a specific line

Press the CO key (⁞◀ ▶⁞ - Flashing rapidly). ► Talk. ► Press **CANCEL.**

- You can also answer a call as follows:
  –Any Key Answer (See page 36.)
  –Auto Answer   (See page 34.)
  –Quick Answer   (See page 34.)
- When you receive an outside call, the caller's information is recorded automatically in the incoming call log even when the PS is off-hook, out of range, or when the nearest Cell Station is busy.

Receiving Calls

Incoming Call Notification
• You can select a different Ringer and Vibration pattern for each type of incoming call:

Incoming Call Status	LED Indication	Ringer Pattern	Vibration Pattern
Intercom call	flashing green	6 ringer tones, 4 melodies (See page 34.)	3 patterns (See page 34.)
Outside line call	flashing red		
Group call*	flashing orange		

* Group calls are calls received by a PS extension which is assigned to a:
  –PS ring group
  –Incoming Call Distribution Group in which "Ring" is set as the group call distribution method

Caller ID Display
• If an incoming call contains Caller ID information (the caller's name and number), the caller can be displayed on the PS in one of the two following ways.
– If the caller's information is stored in the Business Telephone System, that information can be displayed.
– If the caller's information is stored in the PS, that information can be displayed.
• If information is stored in both the system and in the PS for the same caller, you can choose which information will be displayed on the PS. The default setting displays caller information stored in the system. (See page 38.) When receiving a call, you can toggle between the two settings by pressing ⊛.
  To display caller information, a line access number must be stored. (See "TRUNK ACCESS CD" on page 39.)
• To display caller information stored in the PS directory, an outside line number must be stored with the caller's phone number, and the phone number must only contain digits (0-9).

Incoming Call Identification
• Items stored in the PS dialing directory can be organized into one of 10 groups. A call from someone stored in one of these groups will be indicated by the pattern of ringer, LED and vibration for the group. (See page 35.)

Item	Setting
RING PATTERN	6 ringer tones, 4 melodies (See page 35.)
LED PATTERN	9 patterns (See page 35.)
VIB PATTERN	5 patterns (See page 35.)

During a Conversation

Transferring a Call

Transferring to an extension

During a conversation

(XFER)	▶	extension no.	▶	📱🔊	▶	✆
Press **XFER**.		Dial **extension number.**		Talk.		Press **CANCEL**.
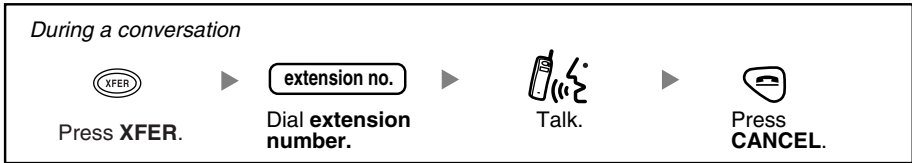
Transferring to an outside party

During a conversation

(XFER)	▶	**WXYZ 9** OR **TUV 8** CO line group no.	▶	outside phone no.	▶	📱🔊	▶	✆
Press **XFER**.		Enter **line access number.**		Dial **outside phone number.**		Talk.		Press **CANCEL.**
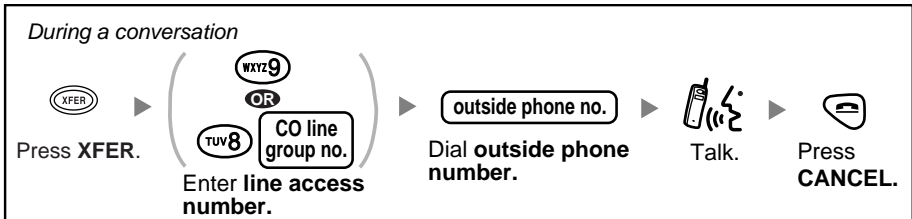
> • To return to the call before the destination answers, press (XFER/CLR) or select the "INTERCOM" key/the corresponding CO key.

Holding

To hold (Regular Hold)

During a conversation

(HOLD)

Press **HOLD**.
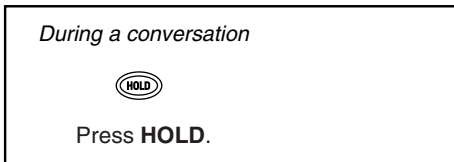
To hold (Exclusive Call Hold)
You can hold a call exclusively so that other people cannot retrieve the call.

During a conversation

(HOLD)	▶	(HOLD)
Press **HOLD**.		Press **HOLD**.

> • The operation depends on the Call Hold mode (Regular Hold/Exclusive Call Hold). Ask your manager what the current mode is.
> • When you hold several outside line calls, assign the CO buttons (S-CO/G-CO/L-CO/GDN) as necessary, beforehand.

19

During a Conversation

◆ *To retrieve a call*

Intercom Calls

(FUNC)
Press
FUNC.

▶
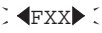
(1) Press **1**.

OR
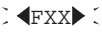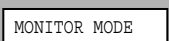
◈ Select "INTERCOM". ▶ ↵ Press **ENTER**.

Outside Calls

FXX
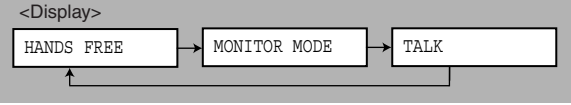
Press the CO key
(◀ ▶ - Flashing).

◆◆ *Hands-free/Monitor Conversation*

Feature	Display	Description
Hands-free*	HANDS FREE	You can talk with the calling party alternately through the speaker without holding the PS.
Monitor	MONITOR MODE	You can listen to the calling party's voice through the speaker without holding the PS. Your voice will not be heard.

Press **TALK** repeatedly to select the desired mode (**Hands-free/Monitor/Talk**).

<Display>

HANDS FREE → MONITOR MODE → TALK

- * For best performance in hands-free mode, please note the followings:
  – Talk alternately with the other party in a quiet room.
  – If you or the other party has hearing difficulty, press ◈ to decrease the speaker volume.
- The receiver volume level can be adjusted separately. (See page 12.)
- If you connect a headset while in hands-free/monitor conversation, the mode will be canceled automatically.
- If you put the PS on the charger during a conversation, the call will be disconnected, except when having a hands-free or monitor call.

20

◆● *Directories*

Feature	Display	Description
Quick Dialing	\<Example\> `1: Tony          1234`	You can store names and phone numbers, as well as system feature names and numbers for easy access. (Max. 10 items.)
PS Dialing Directory	`PS-DIALER`	You can store up to 100 names, phone numbers and group numbers in the PS. If you store an outside party's number, you should first store a line access number. All directory items are stored in alphabetical order.

◆● *Quick Dialing*

◆ *Storing*

⊕	▶	⊕	▶	(FUNC)	▶	⊕	▶	↵⌒	▶▶
Press Right Arrow.		Select a blank quick dial number (0-9).		Press **FUNC**.		Select "MODIFY".		Press **ENTER**.	

Name

▶▶	⊕	▶	↵⌒	▶	name	▶	↵⌒	▶▶
	Select "NAME".		Press **ENTER**.		Enter **name** (max. 14 characters).		Press **ENTER**.	

Phone Number

▶▶	⊕	▶	↵⌒	▶	phone no.	▶	↵⌒
	Select "PHONE NO.".		Press **ENTER**.		Enter **phone number*** (max. 32 digits).		Press **ENTER**.
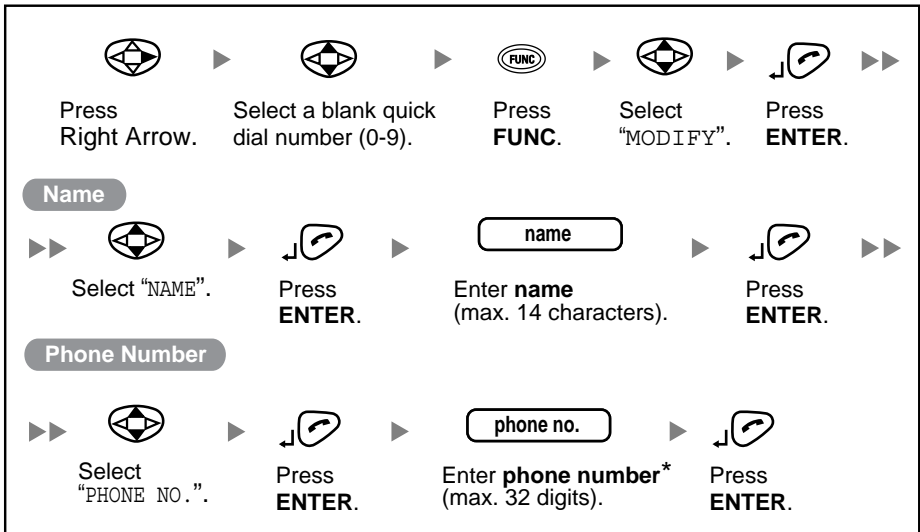
• To enter characters, refer to page 27 and 28.
• * The valid digits are "0" through "9", "*", "#", PAUSE and "X" (INTERCOM). The "X" can be entered numbers you want when dialing.

21

Using the Directories

◆ Editing

Press Right Arrow.	Select the desired item.	Press **FUNC**.	Select "MODIFY".	Press **ENTER**.

Name

Select the name.	Press **ENTER**.	Edit the **name** (max. 14 characters)**.**	Press **ENTER**.	

Phone Number

Select the phone number.	Press **ENTER**.	Edit the **phone number*** (max. 32 digits)**.**	Press **ENTER**.	
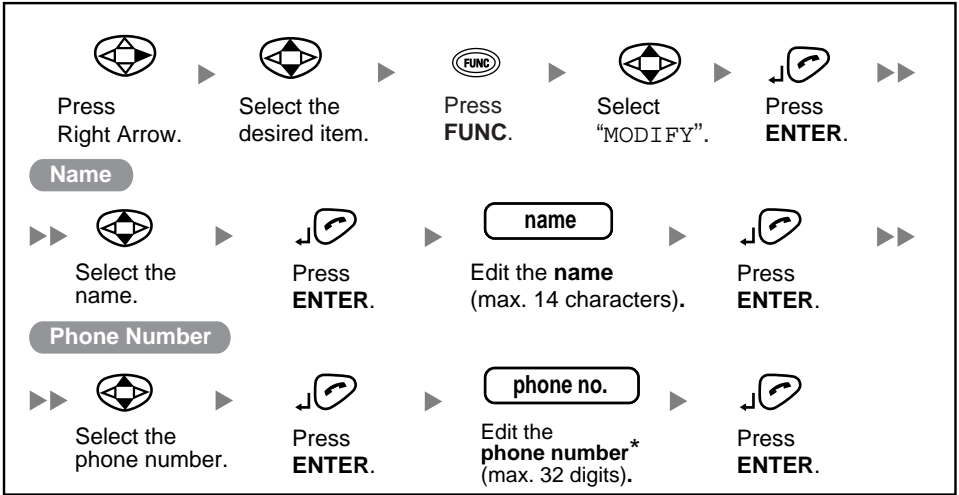
- To enter characters, refer to pages 27 and 28.
- * The valid digits are "0" through "9", "*", "#", PAUSE and "X" (INTERCOM). The "X" can be entered numbers you want when dialing.
- To change a character or digit, press ⬦ to highlight it, press (XFER)/CLR to delete it, then enter the new character or digit.
- To clear an entire line, press and hold (XFER)/CLR .
- To move the cursor to the left or right, press ⬦ or ⬦, respectively.

◆ Deleting

Deleting an Item

Press Right Arrow.	Select the desired item.	Press **FUNC**.	Select "DELETE".	Press **ENTER**.

Select "YES".	Press **ENTER**.

Deleting All Items

Press Right Arrow.	Press **FUNC**.	Select "DELETE ALL".	Press **ENTER**.	Select "YES". Press **ENTER**.
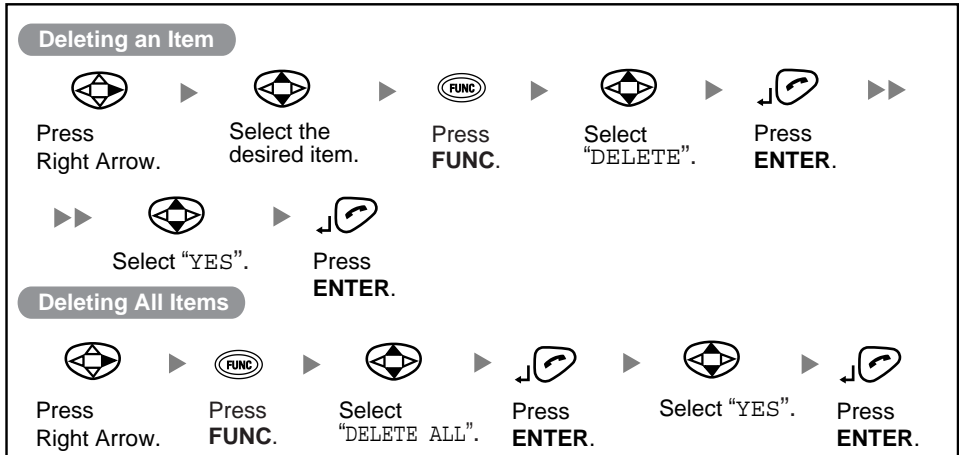
◆◆ *PS Dialing Directory*

◆ *Storing*

⊕ ▶ [NEW̲]̲ ▶▶

Select "PS-DIALER".   Press "NEW".

Name

▶▶ ⊕ ▶ ↵📞 ▶ (name) ▶ ↵📞 ▶▶

Select "NAME".   Press **ENTER**.   Enter **name** (max. 16 characters)**.**   Press **ENTER**.

Phone Number

▶▶ ⊕ ▶ ↵📞 ▶ (phone no.) ▶ ↵📞 ▶▶

Select "PHONE NO.".   Press **ENTER**.   Enter **phone number*** (max. 32 digits).   Press **ENTER**.

Group Number

▶▶ ⊕ ▶ ↵📞 ▶ (group no.)
Enter **group number** (0-9).
OR
⊕
Select **group number** (0-9). ▶ ↵📞

Select "GROUP 0".   Press **ENTER**.   Press **ENTER**.
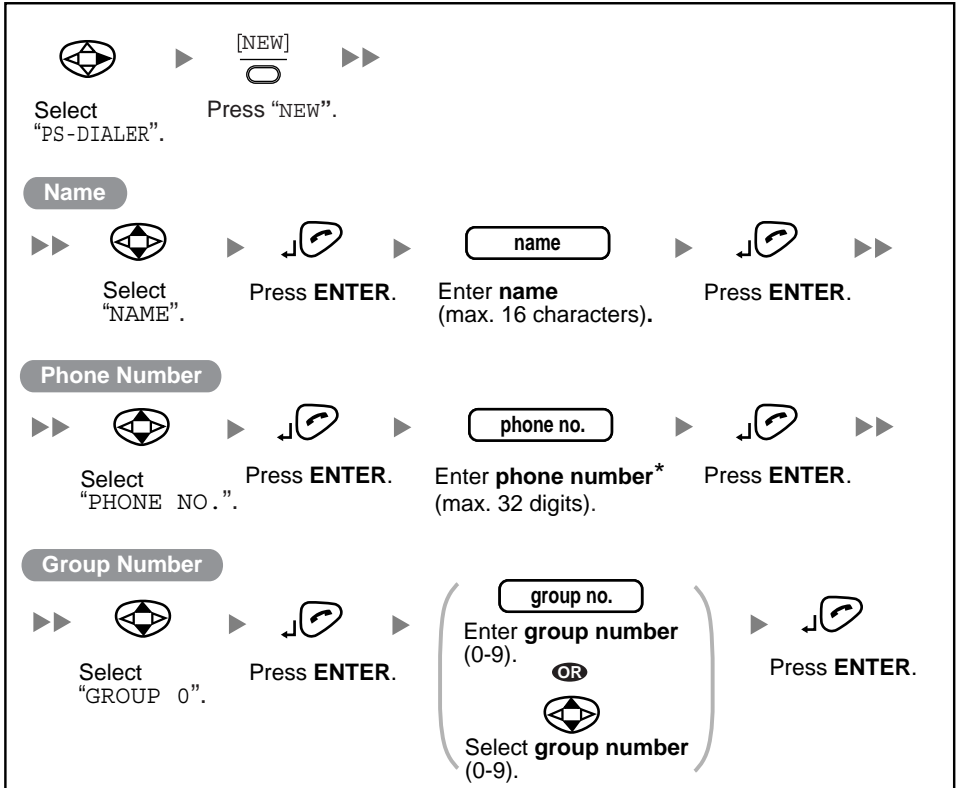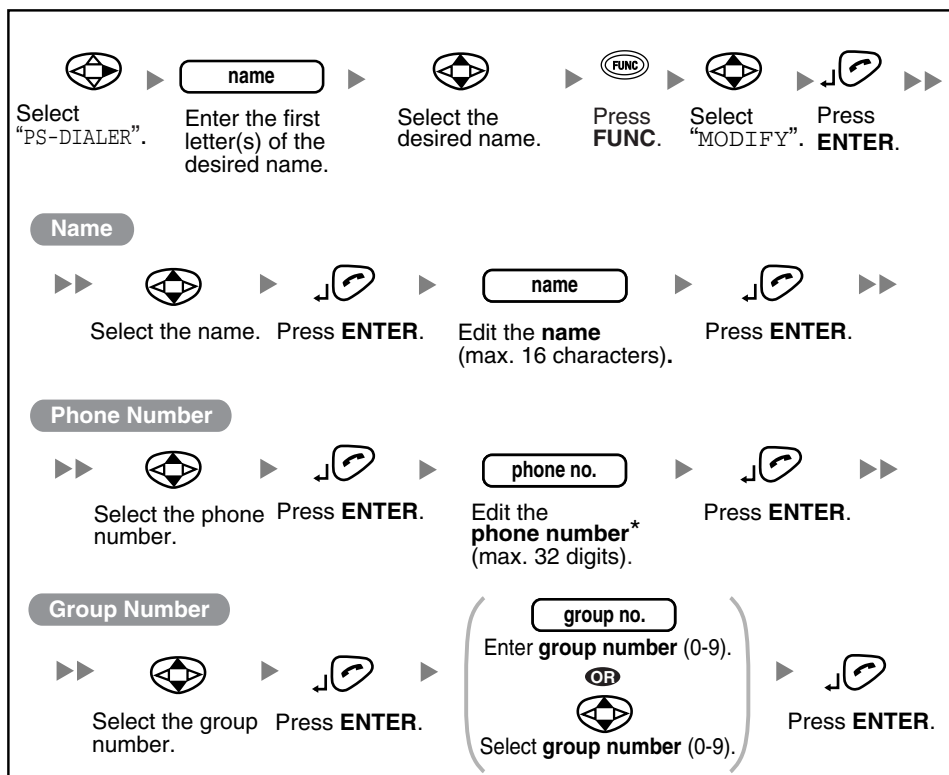
• To enter characters, refer to pages 27 and 28.
• * The valid digits are "0" through "9", "∗", "#", PAUSE.
• If you store an outside phone number, you should first store a line access number in front of the phone number.

23

Using the Directories

◆ *Editing*

⊕ ▶ [**name**] ▶ ⊕ ▶ (FUNC) ▶ ⊕ ▶ ⌐ ▶▶

Select
"PS-DIALER".

Enter the first
letter(s) of the
desired name.

Select the
desired name.

Press
FUNC.

Select
"MODIFY".

Press
ENTER.

Name

▶▶ ⊕ ▶ ⌐ ▶ [**name**] ▶ ⌐ ▶▶

Select the name. Press **ENTER**. Edit the **name**
(max. 16 characters)**.** Press **ENTER**.

Phone Number

▶▶ ⊕ ▶ ⌐ ▶ [**phone no.**] ▶ ⌐ ▶▶

Select the phone
number. Press **ENTER**. Edit the
phone number[*]
(max. 32 digits). Press **ENTER**.

Group Number

[**group no.**]
Enter **group number** (0-9).

▶▶ ⊕ ▶ ⌐ ▶ **OR** ▶ ⌐

Select the group
number. Press **ENTER**. ⊕
Select **group number** (0-9). Press **ENTER**.

- • To enter characters, refer to pages 27 and 28.
- • [*] The valid digits are "0" through "9", "*", "#", PAUSE.
- • To change a character or digit, press ⊕ to highlight it, press (XFER)/CLR to delete it, then enter the new character or digit.
- • To clear an entire line, press and hold (XFER)/CLR.
- • To move the cursor to the left or right, press ⊕ or ⊕, respectively.